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**Before getting started, make sure the following is complete:**

- All revenue data for the period has been processed.
- All adjustments for the period have been made and have the proper accounting and invoice dates.
- There are no open bills for the period: Run the AOC\_OPEN\_BILLS query.

## PROCESSING LOCAL REVENUE DISBURSEMENTS

**STEP 1: Verify Data** – The results of this query will determine if you have any adjustments required before beginning the initial process. Also, this query will be used to balance to your Disbursement Summary Report.

**NAVIGATION:** Main Menu > Reporting Tools > Query > Query Viewer

1. The **Query Viewer** page will display.
  - a. Enter “AOC\_CHARGE\_ID\_ALLOC\_EOM” as your search criteria.
  - b. Click the **Search** button.

### Query Viewer



Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with AOC\_CHARGE\_ID\_ALLOC\_EOM

Search [Advanced Search](#)

### Search Results

\*Folder View -- All Folders --

Query					Personalize   Find   View All    				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHARGE_ID_ALLOC_EOM	Charges inc9588,9591,7530w/OTH	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

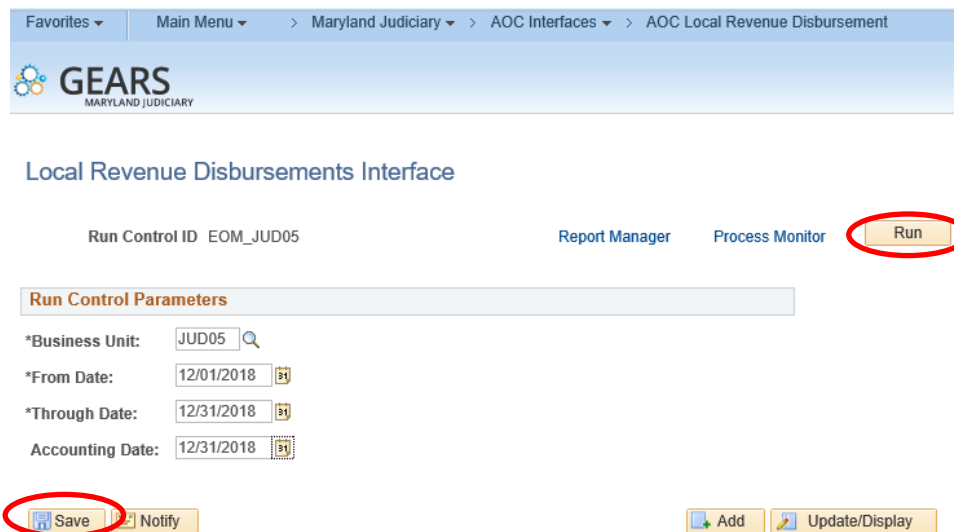
- c. The AOC\_CHARGE\_ID\_ALLOC\_EOM query will display.
    - i. Click the [HTML](#) or [Excel](#) link, then enter your JUD## (SetID) and Z-date range values for the search (include the entire month, i.e. 12/01/2018 to 12/31/2018).
    - ii. The results will show the allocation of all payments and adjustments.
  - d. Click the **View Results** button.
2. The query should be downloaded to Excel and **sub-totaled by Charge Code**.
  - a. Review each Sub-Total Amount to confirm none are a negative (-) sub-total amount. **Should there be a negative sub-total amount, an adjustment must be entered before proceeding to Step 2** (see Excel Tips in the Appendix).

**NOTE:** Any errors found must be fixed before moving forward. Navigate to the bill in error to review and make corrections. **Contact the JIS Helpdesk for support.**

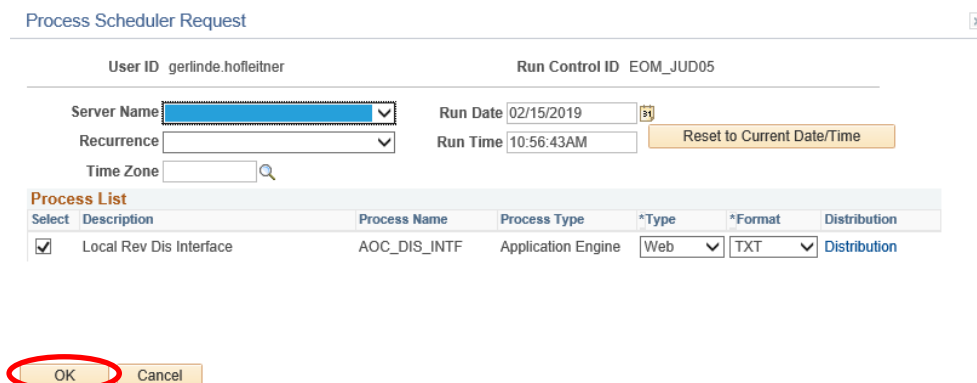
### STEP 2: Create Local Revenue Bills - This process creates summarized credit bills for each Local Disbursement customer and Charge Code.

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Interfaces > AOC Local Revenue Disbursement

1. The **Local Revenue Disbursement** – Run Control page will display.
  - a. Select a Run Control – Click Search to “Find an Existing Value” or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g. ‘LRV’ or ‘Local\_Revenue’).
  - b. The **Local Revenue Disbursements Interface** page will display.
    - i. **Business Unit:** Enter JUD##.
    - ii. **From Date:** Enter Beginning date of the disbursement period ( i.e.: 1<sup>st</sup> of Prior month).
    - iii. **Through Date:** Enter Ending date of the disbursement period (i.e.: last of Prior month).
    - iv. **Accounting Date:** Will default to the selected Through Date. (i.e.: Prior month end date).
    - v. Click the **Save** button.
    - vi. Click the **Run** button.



- c. The **Process Scheduler Request** page will display.
    - i. Confirm the **AOC\_DIS\_INTF** Process Name is selected in the Process List section.
    - ii. Click the **OK** button.



Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Local Rev Dis Interface	AOC_DIS_INTF	Application Engine	Web	TXT	Distribution

- d. The [Local Revenue Disbursements Interface](#) page will display.
  - i. A Process Instance number will display to show that processing has begun.
  - ii. Click the [Process Monitor](#) link.

### Local Revenue Disbursements Interface

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

Process Instance: 1877450

**Run Control Parameters**

\*Business Unit:

\*From Date:

\*Through Date:

Accounting Date:

Save
Notify
Add
Update/Display

The [Process List](#) page will display.

- iii. Review the process list to see the AOC\_DIS\_INTF process is running.
- iv. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  1. If the Run Status = NO SUCCESS – **STOP!**
  2. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
  3. Once the Run Status = *Success* and Distribution Status = *Posted*. Click the Details link, then the Message Log to obtain the INTF\_ID# for the next process.

Process List Server List

**View Process Request For**

User ID  Type  Last  14 Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status  ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877450		Application Engine	AOC_DIS_INTF	gerlinde.hofleitner	02/15/2019 10:56:43AM EST	Success	Posted	<a href="#">Details</a>

**Message Log**

**Process**

Instance: 1877450 Type: Application Engine

Name: AOC\_DIS\_INTF Description: Local Rev Dis Interface

Severity	Log Time	Message Text	Explain
	11:01:51AM	INTF_ID 67377 Created with 133 Lines and total of -35686.45	<input type="button" value="Explain"/>
	11:01:58AM	Published message with ID 05eb6852-313b-11e9-83c2-9c014540e63d to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	11:01:58AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

**STEP 3: Run the Billing Interface** – This step transmits the local revenue disbursement data from the staging table to the billing module creating new LRV bills. This step also processes your transactions and allocates the revenue based on the accounting rules and system configuration settings.

**NAVIGATION:** Main Menu > Billing > Interface Transactions > Process Billing Interface

1. The **Process Billing Interface** Run Control page will open.
  - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID to be used each month for processing your local revenue.
  - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the **From Interface ID:** field.
    - i. **There should only be one Interface ID in your list.**
    - ii. Click the new Interface ID number to add it to the **From Interface ID** field.
  - c. Click the **Save** button.
  - d. Click the **Run** button.

#### Process Billing Interface

Run Control ID EOM\_JUD05      Report Manager      Process Monitor      **Run**

\*From Interface ID 67377 🔍

To Interface ID 67377

Save    Return to Search    Previous in List    Next in List    Notify    Add   



2. The **Process Scheduler Request** page will display.
  - a. Confirm the **BIIF0001** Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.
3. The **Process Billing Interface** page will display.
  - a. A Process Instance number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.
4. The **Process List** page will display.
  - a. Review the process list to see the BIIF0001 process is running.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
    - i. If the Run Status = NO SUCCESS – **STOP!**
    - ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
  - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

- d. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**
  - i. The Message Log page will display.

### Message Log

#### Process

**Instance:** 1877451      **Type:** Application Engine  
**Name:** BIIF0001      **Description:** Billing Interface

Personalize   Find   View All    				First	1-6 of 6	Last
Severity	Log Time	Message Text				Explain
10	11:16:37AM	BI Interface was started: 67377 To: 67377	Option: ALL			<a href="#">Explain</a>
10	11:17:20AM	Transactions in Error: 0				<a href="#">Explain</a>
10	11:17:20AM	New Bill Headers Created: 10				<a href="#">Explain</a>
10	11:17:20AM	New Bill Lines Created: 133				<a href="#">Explain</a>
	11:17:31AM	Published message with ID 321abe92-313d-11e9-83c2-9c014540e63d to create entry in folder GENERAL.				<a href="#">Explain</a>
	11:17:31AM	Successfully posted generated files to the report repository				<a href="#">Explain</a>

**NOTE:** Write down the “New Bill Headers Created” (number of bills created), as this will be needed further in the process.

- e. If there are **Transactions in Error**: **STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem.**
- f. Return to the [Process Detail](#) Page by clicking the **Return** button.
- g. Return to the [Process List](#) Page by clicking the **OK** button.
- h. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.

**STEP 4: Run Disbursement Reports** – Disbursement Reports consist of a single summary report and statement reports of credit refunds to be made to each local municipality. You will run and print both sets of reports.

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Custom Reports > AOC Disbursement Reports

1. The **Aoc Dis Sum Rpt** Run Control page will display.
  - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control ID you created for LRV or Local Revenue.
2. The **Disbursement Reports** page will display.
  - a. **Business Unit:** Enter JUD##.
  - b. **Date From:** and **Date To:** Enter the date range of the disbursement period.
  - c. Select the **Disbursement Summary** option.
  - d. Click the **Save** button to save your run control parameters.
  - e. Click the **Run** button.

Aoc Dis Sum Rpt

## Disbursement Reports

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

### Report Request Parameters

**\*Business Unit**

**\*Date From:**

**\*Date To:**

### Reports

☒ Disbursement Summary

☐ Disbursement Statement

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [AOCDISBSUM](#) Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the [Disbursement Reports](#) page.

### Process Scheduler Request

User ID gerlinde.hofleitner
 Run Control ID EOM\_JUD05

Server Name 
 Run Date 02/15/2019
 Recurrence 
 Run Time 11:22:38AM
 Reset to Current Date/Time
 Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

4. The [Disbursement Reports](#) page will display.
  - a. A Process Instance number will display below the Run button indicating that the AOCDISBSUM process has begun.
  - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
5. The [Process List](#) page will display.
  - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status.

View Process Request For

User ID gerlinde.hofleitner
 Type 
 Last 
 14 Days
 
 Server 
 Name 
 Instance From 
 Instance To 
 Run Status 
 Distribution Status 
☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877452		BI Publisher	AOCDISBSUM	gerlinde.hofleitner	02/15/2019 11:22:38AM EST	Success	Posted	<a href="#">Details</a>



6. The [Process Detail](#) page will display.
  - a. Click the [View Log/Trace](#) link.

### Process Detail

Process	
Instance 1877452	Type BI Publisher
Name AOCDISBSUM	Description Disbursement Reports
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID EOM_JUD05	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content
Location Server	<input type="radio"/> Restart Request
Server PSNT3	
Recurrence	
Date/Time	Actions
Request Created On 02/15/2019 11:23:29AM EST	<a href="#">Parameters</a> <a href="#">Transfer</a>
Run Anytime After 02/15/2019 11:22:38AM EST	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At 02/15/2019 11:23:33AM EST	<a href="#">Batch Timings</a>
Ended Process At 02/15/2019 11:23:48AM EST	<a href="#">View Log/Trace</a>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

7. The [View Log/Trace](#) page will display.
  - a. Click the [AOC\\_DISB\\_SUM.pdf](#) link to open and review the Disbursement Summary Report.

### View Log/Trace

Report			
Report ID 1797125	Process Instance 1877452	<a href="#">Message Log</a>	
Name AOCDISBSUM	Process Type XML Publisher		
Run Status Success			
Disbursement Reports			
Distribution Details			
Distribution Node PSUNIX	Expiration Date 02/22/2019		
File List			
Name	File Size (bytes)	Datetime Created	
<a href="#">AE_AOCDISBSUM_1877452.stdout</a>	303	02/15/2019 11:23:48.421149AM EST	
<a href="#">AE_AOCDISBSUM_1877452.trc</a>	0	02/15/2019 11:23:48.421149AM EST	
<a href="#">AOC_DISB_SUM.pdf</a>	38,880	02/15/2019 11:23:48.421149AM EST	
Distribute To			
Distribution ID Type	*Distribution ID		
User	gerlinde.hofleitner		
<input type="button" value="Return"/>			

## OTC – End-of-Month Local Revenue Disbursements Process

- b. Review the Disbursement Transmittal Summary Report. All amounts to be disbursed will be displayed on the report as a summary invoice amount per charge code/per customer.
  - i. This report should balance to the AOC\_CHARGE\_ID\_ALLOC\_EOM query run in the previous step.

**Note: If the results do not match, please enter a Helpdesk ticket for assistance in balancing.**



### DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

Business Unit: JUD05 - Caroline County Circuit Court  
 Date From: 12-01-2018 Date To: 12-31-2018

CUSTOMER ID	CUSTOMER NAME	INVOICE NUMBER	INVOICE DATE	INVOICE NAME	PCA	ACCT	INVOICE AMOUNT	INTEREST AMOUNT	TOTAL
LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	2018-12-31	Sheriff Fee Caroline	05270	9511	\$288.53	\$0.00	
Customer Total:							\$288.53	\$0.00	\$288.53
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844332	2018-12-31	LR County Transfer Tax	05270	9511	\$34,242.73	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844333	2018-12-31	Marriage License App	05270	9511	\$300.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844334	2018-12-31	Marriage Civil Ceremony	05270	9511	\$40.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844336	2018-12-31	Fine	05270	9511	\$177.60	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844338	2018-12-31	BL County	05270	9511	\$13.78	\$0.00	
Customer Total:							\$34,774.11	\$0.00	\$34,774.11
LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	2018-12-31	BL Greensboro	05270	9511	\$8.89	\$0.00	
Customer Total:							\$8.89	\$0.00	\$8.89
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	2018-12-31	Appearance Fee Civil Action	05270	9511	\$180.00	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	2018-12-31	Appearance Fee Criminal Case	05270	9511	\$277.07	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	2018-12-31	Fine	05270	9511	\$159.85	\$0.00	
Customer Total:							\$616.92	\$0.00	\$616.92
GRAND TOTALS:							\$35,686.45	\$0.00	\$35,686.45

- c. Click the **Return** button to go back to the [Process Detail](#) page.
- d. Click the **OK** button to return to the Process List.
- e. Click the [Go back to AOC\\_DIS\\_SUM](#) link at the bottom of the page above the Save button.

8. The **Disbursement Reports** page displays.

**NOTE:** Circuit Court should process this report after STEP 5 – Interest is processed.

- Business Unit:** (JUD##) and date range are still populated.
- Disbursement Statement:** Select this option. (This report should be distributed to each Disbursement recipient to communicate monies being received.)
- Click the **Save** button.
- Click the **Run** button.

Aoc Dis Sum Rpt

### Disbursement Reports

Run Control ID EOM\_JUD05      Report Manager      Process Monitor      **Run**

**Report Request Parameters**

\*Business Unit: JUD05      \*Date From: 12/01/2018      \*Date To: 12/31/2018

**Reports**

☐ Disbursement Summary

☒ **Disbursement Statement**

**Save**      Return to Search      Notify      Add      Update/Display

The **Process Scheduler Request** page will display.

- Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
- Click the **OK** button to return to the Disbursement Reports page.

Process Scheduler Request

User ID gerlinde.hofleitner      Run Control ID EOM\_JUD05

Server Name: [Dropdown]      Run Date: 02/15/2019      Run Time: 11:47:07AM      Reset to Current Date/Time

Recurrence: [Dropdown]      Time Zone: [Dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

**OK**      Cancel

9. The [Disbursement Reports](#) page will display.
  - a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
  - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
10. The [Process List](#) page will display.
  - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status.

Process List
Server List

**View Process Request For**

User ID 
 Type  Last  14 Days

Refresh

Server 
 Name 
 Instance From  Instance To

Run Status 
 Distribution Status 
☒ Save On Refresh

Process List										Personalize   Find   View All	First 1-10 of 10 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details		
<input type="checkbox"/>	1877453		BI Publisher	AOCDISBSUM	gerlinde.hofleitner	02/15/2019 11:47:07AM EST	Queued	N/A	<a href="#">Details</a>		

11. The [Process Detail](#) page will display.
  - a. Click the [View Log/Trace](#) link.

### Process Detail

**Process**

Instance 1877453  
 Name AOCDISBSUM  
 Run Status Success

Type BI Publisher  
 Description Disbursement Reports  
 Distribution Status Posted

**Run**

Run Control ID EOM\_JUD05  
 Location Server  
 Server PSNT3  
 Recurrence

**Update Process**

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☐ Delete Request  
☐ Re-send Content
 

☐ Restart Request

**Date/Time**

Request Created On 02/15/2019 11:48:33AM EST  
 Run Anytime After 02/15/2019 11:47:07AM EST  
 Began Process At 02/15/2019 11:48:52AM EST  
 Ended Process At 02/15/2019 11:49:07AM EST

**Actions**

[Parameters](#)
[Transfer](#)

[Message Log](#)
[View Locks](#)

[Batch Timings](#)
[View Log/Trace](#)

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Last Revised: 05/07/2019

**Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.

12. The [View Log/Trace](#) page will display.

- Click the [AOC DISB STM.pdf](#) link to open and review the Disbursement Statements.
- Multiple statements will be generated for this report and printed as separate pages by Customer.

View Log/Trace ✕

Report

Report ID	1797126	Process Instance	1877453	<a href="#">Message Log</a>
Name	AOCDISBSUM	Process Type	XML Publisher	
Run Status	Success			

Disbursement Reports

Distribution Details

Distribution Node	PSUNIX	Expiration Date	02/22/2019
-------------------	--------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_AOCDISBSUM_1877453.stdout	303	02/15/2019 11:49:07.542148AM EST
AE_AOCDISBSUM_1877453.trc	0	02/15/2019 11:49:07.542148AM EST
<a href="#">AOC_DISB_STM.pdf</a>	44,016	02/15/2019 11:49:07.542148AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	gerlinde.hoffleitner

Return

- Disbursement Statement example. Use the scroll button to the right to view all the reports.



Caroline County Circuit Court  
 MARKET STREET  
 DENTON MD 21629  
 410/479-1812

Date From: 12/01/2018      Date To: 12/31/2018

CAROLINE COUNTY COMMISSIONERS  
 COURTHOUSE  
 109 MARKET ST, ROOM 109  
 DENTON MD 21629-0000

**DISBURSEMENT STATEMENT**

INVOICE NUMBER	INVOICE DT	INVOICE NAME	FED ID	INVOICE AMOUNT
0014844332	2018-12-31	LR County Transfer Tax	526000905	34,242.73
0014844333	2018-12-31	Marriage License App	526000905	300.00
0014844334	2018-12-31	Marriage Civil Ceremony	526000905	40.00
0014844336	2018-12-31	Fine	526000905	177.60
0014844338	2018-12-31	BL County	526000905	13.78
Net disbursed to:			CAROLINE COUNTY COMMISSIONERS	34,774.11

All Checks will be issued by the Comptroller's Office.

**If District Court – Skip STEP 5 and go to STEP 6.**

**If Circuit Court and NOT posting Local Revenue Interest – Skip STEP 5 and go to STEP 6.**

**If Circuit Court and Posting Local Revenue Interest - Proceed with STEP 5 below.**

**STEP 5: Calculate Local Revenue Interest - CIRCUIT COURT ONLY** – As part of the Local Revenue Disbursement process, the interest generated against Local Revenue must be entered into GEARS as a separate bill per customer so it can also be disbursed. To calculate the amount of interest to be disbursed to each customer, run the AOC Interest Allocation Report. This will provide the total interest to be paid to each customer for the period entered. Interest will be calculated on all Charge Codes except those you have requested to be excluded from Interest calculation in the setup.

*Note: The Local Revenue Interest emailed to you from DBF in the current month should be used for the following month's interest calculation, unless you disburse interest annually. As a reminder, the monthly interest filers will have 2 months of interest to use in their calculation and disbursement for the month of June.*

### STEP 5.1 – Generate and Print AOC Interest Allocation Report

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Custom Reports > AOC Interest Allocation Report

1. The **AOC Int Alloc Rpt** Run Control page will display.
  - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control ID you created for LRV or Local Revenue.
2. The **Interest Allocation Report** page will display.
  - a. **Business Unit:** Enter JUD##.
  - b. **Date From:** and **Date To:** Enter the 1<sup>st</sup> and last day of the month interest is being calculated.
  - c. Enter the total interest amount to be disbursed (e.g. \$359.31).
  - d. Click the **Save** button.
  - e. Click the **Run** button.

AOC Int Alloc Rpt

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### Interest Allocation Report

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

User ID

\*Business Unit

\*Date From:

\*Date To:

Reports

Interest Disbursement Calculation
Enter Total Interest Amount
359.310

Save
 Return to Search
 Notify

Add
 Update/Display

3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [AOCDISBINT](#) Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the Disbursement Reports page.

### Process Scheduler Request

User ID gerinde.hofleitner
Run Control ID EOM\_JUD05

---

Server Name   
 Recurrence   
 Time Zone

Run Date    
 Run Time

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Interest Allocation Report	AOCDISBINT	BI Publisher	Web	HTM	Distribution

- c. A Process Instance number will display indicating that the AOCDISBSINT process has begun.
  - d. Select the [Process Monitor](#) link to see the run and distribution statuses.
4. The [Process List](#) page will display.
  - a. Review the Process List to see the AOCDISBINT process is running.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status.

Process List
Server List

**View Process Request For**

User ID    
 Server

Type   
 Name

Last   Days  
 Instance From  Instance To

Run Status   
 Distribution Status

☒ Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877455		BI Publisher	AOCDISBINT	gerinde.hofleitner	02/15/2019 12:46:04PM EST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1877453		BI Publisher	AOCDISBSUM	gerinde.hofleitner	02/15/2019 11:47:07AM EST	Success	Posted	<a href="#">Details</a>

5. The [Process Detail](#) page will display.
  - a. Click the View Log/Trace link.

#### Process Detail

Process	
Instance 1877455	Type BI Publisher
Name AOCDISBINT	Description Interest Allocation Report
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID EOM_JUD05	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content
Location Server	
Server PSNT3	<input type="radio"/> Restart Request
Recurrence	

Date/Time	Actions
Request Created On 02/15/2019 12:46:44PM EST	Parameters Transfer
Run Anytime After 02/15/2019 12:46:04PM EST	Message Log View Locks
Began Process At 02/15/2019 12:47:02PM EST	Batch Timings
Ended Process At 02/15/2019 12:47:17PM EST	<a href="#">View Log/Trace</a>

6. The [View Log/Trace](#) page will display
  - a. Click the [AE AOCDISBINT.xlsx](#) link to open and review the [Interest Allocation Report](#).

#### View Log/Trace

Report			
Report ID 1797128	Process Instance 1877455	<a href="#">Message Log</a>	
Name AOCDISBINT	Process Type XML Publisher		
Run Status Success			

Interest Allocation Report

Distribution Details	
Distribution Node PSUNIX	Expiration Date 02/22/2019

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">AE_AOCDISBINT_1877455.stdout</a>	330	02/15/2019 12:47:17.783660PM EST
<a href="#">AE_AOCDISBINT_1877455.xlsx</a>	4,685	02/15/2019 12:47:17.783660PM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	gerlinde.hofleitner



## OTC – End-of-Month Local Revenue Disbursements Process

- b. After reviewing the report, notice that all interest amounts to be disbursed are displayed on the report as an interest amount per charge code/per customer. Note: Invoices with zero amounts are not listed on the report output.

- i. In this example:

The Caroline County Sheriff, Caroline County Commissioners, Commissioners of Greensboro, and Bar Library Fund for Caroline County have allocated interest.

Intere	8								
Unit =	JUD05								
Date From =	2018-12-01								
Date To =	2018-12-31								
Run Cntl =	EOM_JUD05								
Interest Amount =	359.31								
Unit	Customer ID	Customer Name	Invoice Number	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
JUD05	LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	12/31/2018	BL Greensboro	05270	9511	6.89	0.060
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	12/31/2018	Appearance Fee Civil Action	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	12/31/2018	Appearance Fee Criminal Case	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620

- c. Select all transaction rows, except the top rows with the report parameters, and sub-total/sum the interest amount per customer ID as outlined below.

Unit	Customer ID	Customer Name	Invoice Number	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
JUD05	LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	12/31/2018	BL Greensboro	05270	9511	6.89	0.060
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	12/31/2018	Appearance Fee Civil Action	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	12/31/2018	Appearance Fee Criminal Case	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620

Subtotal ? X

At each change in:
 

Customer ID

Use function:
 

Sum

Add subtotal to:
 

☐ Invoice Date  
☐ Invoice Name  
☐ PCA  
☐ Account  
☐ Invoice Amount  
☒ Interest Amount

☒ Replace current subtotals  
☐ Page break between groups  
☒ Summary below data

Remove All OK Cancel

## OTC – End-of-Month Local Revenue Disbursements Process

- d. The sub-total amounts per customer ID will be useful when creating the Interest Bills. By running this process, the system generates the amounts for you rather than doing it manually. However, there could be slight rounding differences that would require an adjustment when entering the interest bills. In this example, the rounding difference is \$ 359.31-359.25= \$ 0.06. Also, total interest per customer that is less than \$ 1 has to be added to the customer with the largest interest amount of the local revenue. In this example, the interest of \$ 0.06 for the Commissioners of Greensboro is added to the Caroline County Commissioners.

Interest	8								
Unit	JUD05								
Date From	= 2018-12-01								
Date To	= 2018-12-31								
Run Cntl	= EOM_JUD05								
Interest Amount	= 359.31								
Unit	Customer ID	Customer Name	Invoice Number	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
	<b>LOC0006145 Total</b>								2.930
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
	<b>LOC0006147 Total</b>								350.010
JUD05	LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	12/31/2018	BL Greensboro	05270	9511	6.89	0.060
	<b>LOC0006777 Total</b>								0.060
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	12/31/2018	Appearance Fee Civil Action	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	12/31/2018	Appearance Fee Criminal Case	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620
	<b>LOC0012219 Total</b>								6.250
	<b>Grand Total</b>								359.250

- e. Using the information on the report, a single interest bill will need to be created for each unique customer.
- f. For the report shown, three interest bills must be created to disburse the interest:  
 \$ 2.93 interest to LOC0006145 Caroline County Sheriff.  
 \$ 350.01 + 0.06 rounding diff. + 0.06 from LOC0006777 = total \$ 350.13 interest to LOC0006147.  
 \$ 6.25 to LOC0012219 Bar Library Fund for Caroline County.
- g. The Grand Total interest amount listed must match the interest amount entered.

Unit	Customer ID	Customer Name	Invoice Number	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
	<b>LOC0006145 Total</b>								<b>2.930</b>
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
	<b>LOC0006147 Total</b>								350.010
								round.diff. added	0.060
								interest < \$ 1 Greensboro added	0.060
									<b>350.130</b>
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE CO	0014844330	12/31/2018	Appearance Fee Civil	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE CO	0014844335	12/31/2018	Appearance Fee Crim	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE CO	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620
	<b>LOC0012219 Total</b>								<b>6.250</b>
	<b>Grand Total</b>								<b>359.310</b>

**STEP 5.2 – Create a Local Interest Bill per Customer**

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
  - a. Click the “Add a New Value” tab to create a new bill.
  - b. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
  - c. **Bill Type Identifier:** Enter “INT”
  - d. **Bill Source:** Enter “LOCAL\_REV”
  - e. **Customer:** Enter the Local Disbursement Customer that will receive the interest.
  - f. **Invoice Date:** Enter the last day of the previous month (same date as local revenue bills).
  - g. **Accounting Date:** Enter the last day of the previous month (same date as local revenue bills).
  - h. Click the Add button to create the new interest bill.

**Bill Entry**

Find an Existing Value
Add a New Value

Business Unit

Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

Add

2. The default tab, [Header - Info 1](#), of the bill detail page will display.
  - a. Click the [Line – Info 1](#) tab.
3. The [Line – Info 1](#) page will display.
  - a. **Table:** Enter “ID”.
  - b. **Identifier:** Enter “INTEREST”.
  - c. **Gross Extended:** Enter the **negative** dollar amount (e.g. -\$ 350.13) to be disbursed to the proper customer listed on the Interest Allocation report. If there is a rounding issue and the disbursement amount on the report is different than what was entered at the time the report was run: (e.g.: \$1000.00 entered BUT \$999.98 is disbursed on report):
    - i. Add the difference to the disbursement customer with the largest interest amount.
    - ii. Be sure to add this to the Gross Extended amount on the bill.
  - d. Click the **Refresh** button.
  - e. Click the [Accounting](#) link.

Header - Info 1
Line - Info 1

Unit JUD05  
Invoice NEXT

Bill To LOC0006147  
CAROLINE COUNTY  
COMMISSIONERSUS

Pretax Amt  
Max Rows 11

-350.13 USD

**Bill Line**  
 Identifier Look Up Date 12/31/2018  
 Seq 1 Line  
 Table ID Identifier INTEREST  
 Quantity 1.0000  
 Unit of Measure EA  
 Unit Price -350.1300  
 Gross Extended -350.13  
 Less Discount 0.00  
 Plus Surcharge 0.00  
 Net Extended -350.13  
 VAT Amount 0.00  
 Tax Amount 0.00  
 Net Plus Tax -350.13

Net Extended -350.13  
 Description Local Revenue Interest  
 From Date  
 To Date  
 Line Type REV  
 Tax Code  
 Check No  
☒ Accumulate  
☐ Tax Exempt

Go to: Line Info 2  
 Notes Express Entry  
 Summary Bill Search

Tax  
 Line Search

[Accounting](#)  
 Discount/Surcharge

Page Series  
 Prev Next

Save Notify Refresh

Add Update/Display

Header - Info 1 | Line - Info 1
Navigation Line - Info 1

4. The **Acctg – Rev Distribution** tab will display.
  - a. Verify the **Identifier:** = INTEREST, **Amounts** (Pretax and Net Extended) are correct and the Distribution **Code information** is correct (e.g.: Dxx2709511).
    - i. Add “INT” in the “Dept” field (INT is the Bill Type ID from the Header Info 1 page).
  - b. Click the **Save** button. (Note: An Invoice ID is assigned to your interest bill when saved).
  - c. Select the **Header – Order Info** option from the **Navigation:** drop-down at the bottom right of the page.

Header - Info 1 | Line - Info 1 | Revenue Distribution

Unit JUD05  
Invoice NEXT

Bill To LOC0006147  
CAROLINE COUNTY  
COMMISSIONERSUS

Pretax Amt  
Max Rows 11

-350.13 USD

Bill Line

Find | View All | First 1 of 1 Last

Seq 1

Line

Net Extended -350.13

Identifier INTEREST

Description Local Revenue Interest

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Personalize | Find | View All | First 1 of 1 Last

Acctg Information

Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
D052709511	C05	05270	0705	9511	0527	A0527	AY2019	INT	100.000

Percent 100.00

Amount -350.13

Gross Extended -350.13

Go to:

Line Info 2

Tax

Accounting

Discount/Surcharge

Notes

Express Entry

Summary

Bill Search

Line Search

Navigation

Acctg - Rev Distribution

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/Display

Header - Info 1 | Line - Info 1 | Revenue Distribution

5. The **Header – Order Info** tab will display.
  - a. Enter “INTEREST” in the PO Ref: field. **NOTE:** Must be spelled out as INTEREST.
  - b. Click the **Save** button.

Header - Info 1

Header - Order Info

Line - Info 1

Unit JUD05

Bill To LOC0006147

Pretax Amt -350.13 USD

Invoice NEXT

CAROLINE COUNTY COMMISSIONERSUS

PO Ref INTEREST

Receipt No

Contract Date

Contract Type

OM Bus Unit

Order No

Order Date

Ship Bus Unit

Ship ID

Freight Terms

Ship Via

Case Number

Treasury Code

Sold To

Sold Loc

Ship To

Ship Loc

Go to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

Summary

Bill Search

Line Search

Navigation

Header - Order Info

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/Display

Header - Info 1 | Header - Order Info | Line - Info 1

6. Repeat the **Create a Local Interest Bill Process (STEP 5.2)** for each disbursement customer that will receive a portion of the interest generated on Local Revenue.

You can create the rest of the interest bills by using the ‘Copy Single Bill’ feature; see User Guide Appendix D for instructions.

### STEP 5.3 – Run the Disbursement Reports

Run and print the Disbursement Transmittal Summary and Disbursement Statement Reports now that you have created your Interest Bill. You will need the Transmittal Summary Report for Step 10 below.

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Custom Reports > AOC Disbursement Reports

See STEP 4 on page 7 for detail instructions.

Example of the Disbursement Transmittal Summary report with interest amount.



#### DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By \_\_\_\_\_

**Business Unit:** JUD05 - Caroline County Circuit Court  
**Date From:** 12-01-2018 **Date To:** 12-31-2018

Approved By \_\_\_\_\_

CUSTOMER ID	CUSTOMER NAME	INVOICE NUMBER	INVOICE DATE	INVOICE NAME	PCA	ACCT	INVOICE AMOUNT	INTEREST AMOUNT	TOTAL
LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	2018-12-31	Sheriff Fee Caroline	05270	9511	\$288.53	\$0.00	
LOC0006145	CAROLINE COUNTY SHERIFF	0014844365	2018-12-31	Local Revenue Interest	05270	9511	\$0.00	\$2.93	
Customer Total:							\$288.53	\$2.93	\$291.46
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844332	2018-12-31	LR County Transfer Tax	05270	9511	\$34,242.73	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844333	2018-12-31	Marriage License App	05270	9511	\$300.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844334	2018-12-31	Marriage Civil Ceremony	05270	9511	\$40.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844336	2018-12-31	Fine	05270	9511	\$177.50	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844338	2018-12-31	BL County	05270	9511	\$13.78	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844364	2018-12-31	Local Revenue Interest	05270	9511	\$0.00	\$350.13	
Customer Total:							\$34,774.11	\$350.13	\$35,124.24
LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	2018-12-31	BL Greensboro	05270	9511	\$6.89	\$0.00	
Customer Total:							\$6.89	\$0.00	\$6.89
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	2018-12-31	Appearance Fee Civil Action	05270	9511	\$180.00	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	2018-12-31	Appearance Fee Criminal Case	05270	9511	\$277.07	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	2018-12-31	Fine	05270	9511	\$159.85	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844366	2018-12-31	Local Revenue Interest	05270	9511	\$0.00	\$6.25	
Customer Total:							\$616.92	\$6.25	\$623.17
GRAND TOTALS:							\$35,686.45	\$359.31	\$36,045.76

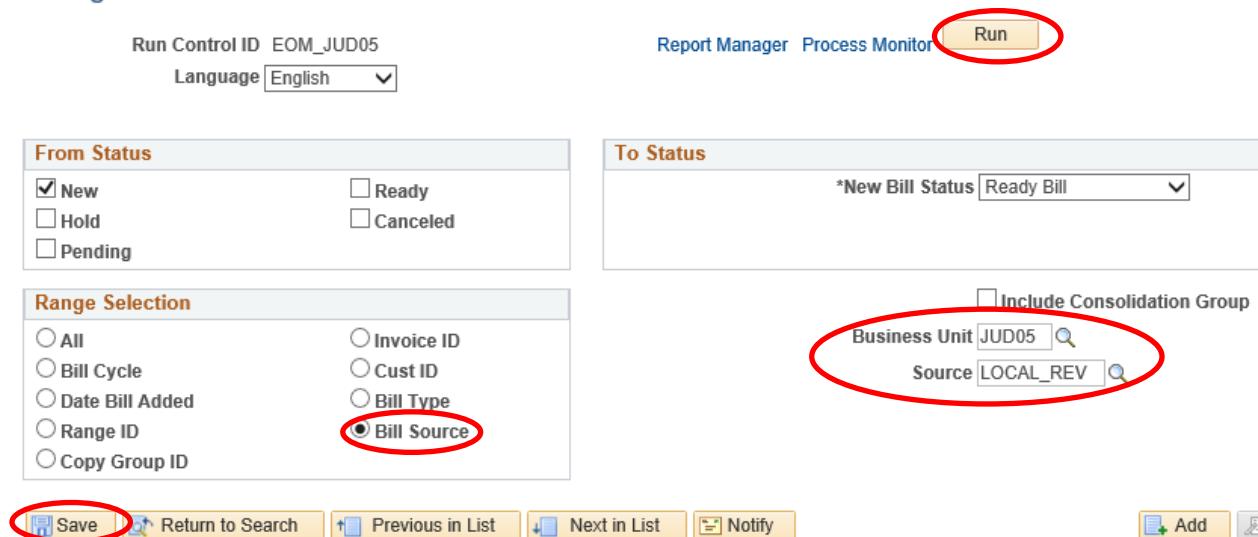
**END OF THE "INTEREST FOR CIRCUIT COURT ONLY" PORTION.**

**STEP 6: Update Bill Status** – All bills generated from the Billing Interface or created manually are saved with a status of “New”. These Bills must be changed from a “New” status to “Ready” status to prepare the bill for finalization. The system allows you to run the *Change Status of Bills* process, which changes the bill status to “Ready”. The process will also generate an Invoice Status Change Report, which lists all bills where the status changed to “Ready”.

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The *Bill Status Change* Run Control page will display.
  - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control ID you created for LRV or Local Revenue.
2. The *Change Status of Bills* Run Control page will display.
  - a. Complete the following run control settings:
    - i. **From Status:** select “New”.
    - ii. **To Status:** select “Ready Bill”.
    - iii. **Range Selection:** select “Bill Source”.
    - iv. **Business Unit:** select “JUD##”, where ## is your 2-digit county code.
    - v. **Source:** enter “LOCAL\_REV”.
  - b. Click the **Save** button.
  - c. Click the **Run** button.

### Change Status of Bills



Run Control ID EOM\_JUD05      Report Manager   Process Monitor   **Run**

Language English

**From Status**
☒ New      ☐ Ready  
☐ Hold      ☐ Canceled  
☐ Pending

**To Status**
  
 \*New Bill Status Ready Bill

**Range Selection**
  
☐ All      ☐ Invoice ID  
☐ Bill Cycle      ☐ Cust ID  
☐ Date Bill Added      ☐ Bill Type  
☐ Range ID      ☒ **Bill Source**  
☐ Copy Group ID

☐ Include Consolidation Group  
 Business Unit JUD05  
 Source LOCAL\_REV

**Save**   Return to Search   Previous in List   Next in List   Notify   Add

3. The *Process Scheduler Request* page will display
  - a. Confirm the **BIIVCSTS** Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.



4. The **Change Status of Bills** page will display.
  - a. A Process Instance number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.
5. The **Process List** page will display.
  - a. Review the process list to see the **BIIVCSTS** process is running.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status.
6. The **Process Detail** page will display.
  - a. Click the [View Log/Trace](#) link to review the logs associated with the results of the process.

#### View Log/Trace

##### Report

Report ID 1797150 Process Instance 1877484 [Message Log](#)  
 Name BIIVCSTS Process Type SQR Report  
 Run Status Success

##### Invoice Status Change

##### Distribution Details

Distribution Node PSUNIX Expiration Date 02/22/2019

##### File List

Name	File Size (bytes)	Datetime Created
<a href="#">BIIVCSTS_1877484.PDF</a>	3,143	02/15/2019 4:51:52.182416PM EST
<a href="#">BIIVCSTS_1877484.out</a>	0	02/15/2019 4:51:52.182416PM EST
<a href="#">SQR_BIIVCSTS_1877484.log</a>	1,696	02/15/2019 4:51:52.182416PM EST

##### Distribute To

Distribution ID Type	*Distribution ID
User	gerlinde.hofleitner

[Return](#)

7. The **View Log/Trace** page will display.
  - a. Click the **BIIVCSTS** PDF file to open the Invoice Status Change Report to review all bills. Notice that all bills have a status of “RDY”. The local revenue bills of type LRV and for Circuit Courts only the interest bills of type INT are listed.

Report ID: BIIVCSTS

PeopleSoft BI  
INVOICE STATUS CHANGE REPORT


Page No. 1  
Run Date 02/15/2019  
Run Time 16:51:44

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD05	0014844330	LRV	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N
RDY		0014844331	LRV	COMMISSIONERS OF GREENSB	LOC0006777				IMMED	B	H	N
RDY		0014844332	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
RDY		0014844333	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
RDY		0014844334	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
RDY		0014844335	LRV	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N
RDY		0014844336	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
RDY		0014844337	LRV	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N
RDY		0014844338	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
RDY		0014844339	LRV	CAROLINE COUNTY SHERIFF	LOC0006145				IMMED	B	H	N
RDY		0014844364	INT	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
RDY		0014844365	INT	CAROLINE COUNTY SHERIFF	LOC0006145				IMMED	B	H	N
RDY		0014844366	INT	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N

Range Option: BILL SOURCE  
 Bill Source Id: LOCAL\_REV  
 Business Unit: JUD05  
 Total Number of bills updated: 13


## STEP 7: Process Single Action Invoice - Finalize bills by running the Single Action Invoice process.

**NAVIGATION:** Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The **Single Action Invoice** page will display.
  - a. Select a Run Control – Our recommendation is to use the run control ID created for LRV or Loc. Rev.
2. The **Single Action Invoice** Run Control page will display.
  - a. Complete the following run control settings:
    - i. **Invoice Date Option:** Select “Processing Date”.
    - ii. **Posting Action:** Select “Batch Standard”.
    - iii. **Range Selection:** Select “Bill Source”.
    - iv. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
    - v. **Source:** Enter “LOCAL\_REV”.
  - b. Click the **Save** button.
  - c. Click the “Bills to be Processed” icon  in the upper right to confirm the number of Bills.

Single Action Invoice
Print Options

Run Control ID EOM\_JUD05  
 Language English ☒ Specified Language

[Report Manager](#)
[Process Monitor](#)
Run


Selection Parameters
 Find | View All
First
1 of 1
Last

Seq Nbr 1
 

**Invoice Date Option**  
☒ Processing Date  
☐ User Defined








**Posting Action**  
☐ Do Not Post
 ☒ Batch Standard

**Range Selection**

☐ All  
☐ Bill Cycle  
☐ Date Bill Added  
☐ Range ID  
☐ Public Voucher Number

☐ Invoice ID  
☐ Cust ID  
☐ Bill Type  
☒ Bill Source

Business Unit JUD05  
 Source LOCAL\_REV

 Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Add
 Update/Display

Single Action Invoice | Print Options

Page 26 of 45

Last Revised: 05/07/2019

**Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.

## OTC – End-of-Month Local Revenue Disbursements Process

- i. Click the **Return** button to return to the [Single Action Invoice](#) run control page, and then click the **Run** button.

Bills To Be Processed
✕

**Bills To Be Processed**
Personalize | Find | View All | | 
First 1-9 of 13 Last

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD05	0014844330	RDY	LOC0012219	XMLPUB	X	Print Copy
JUD05	0014844331	RDY	LOC0006777	XMLPUB	X	Print Copy
JUD05	0014844332	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844333	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844334	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844335	RDY	LOC0012219	XMLPUB	X	Print Copy
JUD05	0014844336	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844337	RDY	LOC0012219	XMLPUB	X	Print Copy
JUD05	0014844338	RDY	LOC0006147	XMLPUB	X	Print Copy

Return

3. The [Process Scheduler Request](#) page will display.
  - a. Select the AOC\_MAIN ([AOC Circuit & District Courts](#)) Process Name in the Process List section.
  - b. Click the **OK** button.

Process Scheduler Request
✕

User ID gerlinde.hofleitner
Run Control ID EOM\_JUD05

Server Name 
Run Date

Recurrence 
Run Time 
Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

OK
Cancel

4. The [Single Action Invoice](#) Run Control page will display.
  - a. A Process Instance number will display indicating that the [AOC\\_MAIN](#) process has begun.
  - b. Click the [Process Monitor](#) link.

[Single Action Invoice](#)
[Print Options](#)

Run Control ID EOM\_JUD05
 Report Manager [Process Monitor](#)

Language English
☒ Specified Language
 ☐ Recipient's Language
 Process Instance: 1877513

Selection Parameters
 Find | View All
 First 1 of 1 Last

Seq Nbr 1

**Invoice Date Option**
☒ Processing Date
 ☐ User Defined

**Posting Action**
☐ Do Not Post
 ☒ Batch Standard

**Range Selection**

☐ All
☐ Invoice ID

☐ Bill Cycle
☐ Cust ID

☐ Date Bill Added
☐ Bill Type

☐ Range ID
☒ Bill Source

☐ Public Voucher Number

Business Unit JUD05
 Source LOCAL\_REV

[Single Action Invoice](#) | [Print Options](#)

5. The [Process List](#) page will display.
  - a. Click the [AOC MAIN](#) process name link to see its sub-processes.
  - b. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

Process Detail
 x

---


Process Name AOC\_MAIN
 Refresh






---

Main Job Instance 1877513

Left | Right

---

 1877513 - AOC\_MAIN Success
 



-  1877514 - BIIVC000 Success
-  1877515 - BICURCNV Success
-  1877516 - BIPRELD Success
-  1877517 - BILDGL01 Success
-  1877518 - BILDAR01 Success

Return

- i. Click the [BIIVC000](#) sub-process.
- ii. Click the [Message Log](#) link. This number should match the number of bill headers you noted from the Billing Interface process; Local revenue (LRV) and interest (INT) bills, if any.

**NOTE:** Make sure that “0 bill(s) were found to contain errors(s).” **If there are errors, STOP and call the helpdesk.**

### Message Log

Process			
Instance:	1877514	Type:	Application Engine
Name:	BIIVC000	Description:	Pre-process & Finalization
Personalize   Find   View All     First 1-6 of 6 Last			
Severity	Log Time	Message Text	Explain
10	9:33:49AM	13 bill(s) were selected for processing.	<span>Explain</span>
10	9:33:49AM	0 bill(s) were found to contain error(s).	<span>Explain</span>
10	9:33:49AM	13 bill(s) were processed successfully.	<span>Explain</span>
10	9:33:49AM	Total amount processed: -36045.76 in USD.	<span>Explain</span>
	9:34:02AM	Published message with ID 66ca0462-3453-11e9-9dc0-f1dd9e66f6be to create entry in folder GENERAL.	<span>Explain</span>
	9:34:02AM	Successfully posted generated files to the report repository	<span>Explain</span>

## OTC – End-of-Month Local Revenue Disbursements Process

iii. Click the **Return** button, then the **OK** button to return to AOC\_MAIN. Click the **BILDAR01** sub-process.

1. Click the [View Log/Trace](#) link and select the PDF file. Review the “Load AR Pending Items” report to confirm the total # of invoices and amounts.

Report ID: BILDAR01

PeopleSoft BI

LOAD AR PENDING ITEMS

Page No. 1

Run Date 02/19/2019

Run Time 09:37:01

Range Option: BILL SOURCE

Bill Source Id: LOCAL\_REV

Business Unit: JUD05

Post Action: Post Later

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
1882	1	LOC0006145	0014844339		CR	LRVDS	IT-02	-288.53	USD	-288.53	USD	2018-12-31	IMMED
	2	LOC0006145	0014844365		CR	LRINT	IT-02	-2.93	USD	-2.93	USD	2018-12-31	IMMED
	3	LOC0006147	0014844332		CR	LRVDS	IT-02	-34,242.73	USD	-34,242.73	USD	2018-12-31	IMMED
	4	LOC0006147	0014844333		CR	LRVDS	IT-02	-300.00	USD	-300.00	USD	2018-12-31	IMMED
	5	LOC0006147	0014844334		CR	LRVDS	IT-02	-40.00	USD	-40.00	USD	2018-12-31	IMMED
	6	LOC0006147	0014844336		CR	LRVDS	IT-02	-177.60	USD	-177.60	USD	2018-12-31	IMMED
	7	LOC0006147	0014844338		CR	LRVDS	IT-02	-13.78	USD	-13.78	USD	2018-12-31	IMMED
	8	LOC0006147	0014844364		CR	LRINT	IT-02	-350.13	USD	-350.13	USD	2018-12-31	IMMED
	9	LOC0006777	0014844331		CR	LRVDS	IT-02	-6.89	USD	-6.89	USD	2018-12-31	IMMED
	10	LOC0012219	0014844330		CR	LRVDS	IT-02	-180.00	USD	-180.00	USD	2018-12-31	IMMED
	11	LOC0012219	0014844335		CR	LRVDS	IT-02	-277.07	USD	-277.07	USD	2018-12-31	IMMED
	12	LOC0012219	0014844337		CR	LRVDS	IT-02	-159.85	USD	-159.85	USD	2018-12-31	IMMED
	13	LOC0012219	0014844366		CR	LRINT	IT-02	-6.25	USD	-6.25	USD	2018-12-31	IMMED

# OF INVOICES IN GROUP: 13

# OF AR ENTRIES IN GROUP: 13

ACCOUNTS RECEIVABLE AMOUNT: -36,045.76 USD

TOTAL # OF INVOICES PROCESSED: 13

TOTAL # OF AR ENTRIES GENERATED: 13

## STEP 8: Run the AR\_UPDATE Process for Local Revenue – The Request Receivables Update process updates each customer’s bills or payments in the AR module.

**NAVIGATION:** Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The **Request Receivables Update** Run Control page will display.
  - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “LRV” for Local Revenue).
2. The **Receivable Update Request** page will display.
  - a. Enter the following run control parameters.
    - i. **Group Unit:** Enter “JUD##”, where ## is your 2-digit county code.
    - ii. **Process Frequency:** = “Always”.
    - iii. **Accounting Date From:** 01/01/1900 which is the default.
    - iv. **Accounting Date To:** Enter today’s date.
  - b. Click the **Save** button.
  - c. Click the **Run** button.

Receivable Update Request
Options

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

Process Request Parameters
Find | View All
First 1 of 1 Last

\*Group Unit

Process Frequency

\*Accounting Date From

\*High Balance Basis Date

**Accounting Date To**

**Customer History Options**

☐ User Defined

☐ Payment Performance

☐ DSO

☐ SubCustomer

**Last Run On**

Last Run On

Process Instance

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Receivable Update Request | Options

3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the ARUPDATE ([PS/AR Receivable Update](#)) Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.

### Process Scheduler Request

User ID gerlinde.hofleitner
Run Control ID EOM\_JUD05

---

Server Name 
  
 Recurrence 
  
 Time Zone

Run Date 
  
 Run Time

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

4. The [Receivable Update Request](#) page will display.
  - a. A Process Instance number will display indicating that the [ARUPDATE](#) process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see the [ARUPDATE](#) process is running.
  - b. Click the [ARUPDATE](#) process name link to see its sub-processes.

Process List
Server List

---

**View Process Request For**

User ID 
  
 Server 
  
 Run Status


Type 
  
 Name 
  
 Distribution Status

Last 
  
 Instance From 
  
☒ Save On Refresh

14 Days

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877519		PSJob	<a href="#">ARUPDATE</a>	gerlinde.hofleitner	02/19/2019 10:19:13AM EST	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1877513		PSJob	AOC_MAIN	gerlinde.hofleitner	02/19/2019 9:32:36AM EST	Success	Posted	<a href="#">Details</a>



6. The [Process Detail](#) page will display.
  - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
  - b. Click the expand icon  for the [AR POST](#) sub-process.
  - c. Click the [AR POST1](#) link.

Process Detail


---


Process Name ARUPDATE Refresh


Main Job Instance 1877519


Left | Right

---


 1877519 - ARUPDATE Success

 1877520 - AR\_UPDATE Success

 1877521 - AR\_PGG Success

 1877522 - AR\_POST Success

1877525 - AR\_POST1 Success

 1877523 - AR\_UPDATE2 Success

Return

- d. Click the [Message Log](#) link to review the number of updated transactions. Take note of:
  - i. The number of Transactions selected. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier (e.g., 13 transactions selected to be processed; includes 10 local revenue and 3 local interest bills).
  - ii. The number of Transactions rejected. If there are rejected transactions, **STOP and call the JIS Help Desk to submit a ticket.**

Message Log

---

**Process**

Instance: 1877525      Type: Application Engine

Name: AR\_POST1      Description: PS/AR Posting

Severity	Log Time	Message Text	Explain
10	10:21:53AM	Phase I - Building Work Tables	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:21:54AM	1 Groups Selected	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:01AM	1 Row(s) Processed	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:06AM	4 Customers will be affected in 1 Business Units	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:08AM	13 Transactions Selected(0 Affecting Existing Items, 13 Creating New Items)	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:09AM	0 Transactions rejected	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:12AM	13 Transactions affecting 13 Items (0 Existing, 13 New, 0 Errs) Selected	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:15AM	13 Items to be processed, 13 New, 0 Existing	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:19AM	Phase II - Database Update	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:21AM	0 Service Purchase Messages created in Receivables Log record	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:23AM	0 Service Purchase Messages published to Pension Administration	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
10	10:22:24AM	1 Groups with 13 Transactions affecting 13 Items of 4 Customers Processed	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
	10:22:35AM	Published message with ID 2ef714d7-345a-11e9-83e5-d20468d1a2a2 to create entry in folder GENERAL.	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>
	10:22:35AM	Successfully posted generated files to the report repository	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px;">Explain</span>

Return

## STEP 9: Verify Local Revenue Disbursements - Review individual customer accounts.

**NOTE:** To view all payments, leave the Customer field blank.

**NAVIGATION:** Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

1. The **Item List** page will display.
  - a. **SetID:** Leave set to the default of “SHARE”.
  - b. **Unit:** Enter “JUD##”, where ## is your 2-digit county code.
  - c. **Customer:** Leave blank to view all open items for all customers.
  - d. Click the **Search** button.
  - e. Click **View All** to expand list.
  - f. Review the results in the **Item List** section to ensure the Total Amount is correct, and the number of bill in the Item List (blue line) is correct, and that the **Entry Reason** reads “LRVDS” or “LRINT”, as these are the items to be processed.

Item List
Advanced Search

SetID **SHARE**
Unit **JUD05**
Customer
\*Level No Relationship

\*Status Open
Search
Advanced Search

Row Selection
Range
GO
Select All
Deselect All

Account Overview
Item Action
Select Action...
GO

Item List
Personalize
Find
View 8
1-13 of 13

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	0014844330			1 JUD05	LOC0012219	Open	IMMED	CR	LRVDS	12/31/2018	50	-180.00 USD	
2	<input type="checkbox"/>	0014844331			1 JUD05	LOC0006777	Open	IMMED	CR	LRVDS	12/31/2018	50	-6.89 USD	
3	<input type="checkbox"/>	0014844332			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-34,242.73 USD	
4	<input type="checkbox"/>	0014844333			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-300.00 USD	
5	<input type="checkbox"/>	0014844334			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-40.00 USD	
6	<input type="checkbox"/>	0014844335			1 JUD05	LOC0012219	Open	IMMED	CR	LRVDS	12/31/2018	50	-277.07 USD	
7	<input type="checkbox"/>	0014844336			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-177.60 USD	
8	<input type="checkbox"/>	0014844337			1 JUD05	LOC0012219	Open	IMMED	CR	LRVDS	12/31/2018	50	-159.85 USD	
9	<input type="checkbox"/>	0014844338			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-13.78 USD	
10	<input type="checkbox"/>	0014844339			1 JUD05	LOC0006145	Open	IMMED	CR	LRVDS	12/31/2018	50	-288.53 USD	
11	<input type="checkbox"/>	0014844364			1 JUD05	LOC0006147	Open	IMMED	CR	LRINT	12/31/2018	50	-350.13 USD	
12	<input type="checkbox"/>	0014844365			1 JUD05	LOC0006145	Open	IMMED	CR	LRINT	12/31/2018	50	-2.93 USD	
13	<input type="checkbox"/>	0014844366			1 JUD05	LOC0012219	Open	IMMED	CR	LRINT	12/31/2018	50	-6.25 USD	

Search Result Totals

Debits		Debit Amount		Currency USD
Credits	13	Credit Amount	-36,045.76	Currency USD
Total	13	Total Amount	-36,045.76	Currency USD
Selected				Currency

Refresh

**STEP 10: Create A Refund Worksheet** - The worksheet will be used to mark the open items (invoices) as refunds so they can be processed by the Request Refund Item process which loads the items into Accounts Payable for disbursement. You will use the Disbursement Transmittal Report, created in Step 5, to create the Refund Worksheets.

**NOTE:** Click Search to see if there are already existing worksheets before creating a new worksheet. *If a worksheet exists, be sure it is completed and do not create another one for this same Customer ID.*

**NAVIGATION:** Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

### Update Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.



### TO CREATE A NEW REFUND WORKSHEET

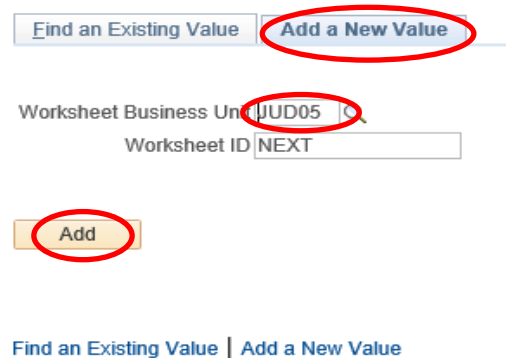
**NAVIGATION:** Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

1. Click the *Add a New Value* tab to create a new worksheet.

**NOTE:** A Refund Worksheet must be created for each customer to receive a disbursement.

- a. **Worksheet Business Unit:** Enter "JUD##".
- b. Click the **Add** button.

### Create Worksheet



2. The **Worksheet Selection** page will display.
  - a. **CustID:** Enter the customer number from the Disbursement Transmittal Summary report.
  - b. Hit the “TAB” key on your keyboard to auto-fill the remaining information.
  - c. **Be sure the Business Unit field has your JUDxx filled in. If not, insert it.**
  - d. Be sure that the **Acctg Date:** defaults to today’s date.
  - e. Click the **Build** button.

Worksheet Selection

Worksheet Matches

Unit JUD05

Worksheet ID NEXT

Customer Criteria

\*Customer Criteria

Customer Items

Customer Reference

Cust ID LOC0006147

Business Unit JUD05

Name CAROLINE COUNTY COMMISSIONERSUS

Remit SetID SHARE

Corporate SetID SHARE

MICR ID

Link MICR

Rate Type CRRNT

Remit From ID LOC0006147

Corporate ID LOC0006147

Acctg Date 02/19/2019

Reference Criteria

\*Reference Criteria

None

\*Restrict to

All Customers

\*Match Rule

Exact Match

Anchor BU

Item Reference

Qual Code

Reference

To Reference

Item Inclusion Options

☒ All Items
 ☐ Deduction Items Only
 ☐ Items in Dispute Only

☐ Exclude Collection Items
 ☐ Exclude Deduction Items
 ☐ Exclude Dispute Items

Advanced Inclusion Options

Worksheet Action

Build

Clear

Created Date/Time

Number of items in worksheet 0

Worksheet Selection

Worksheet Application

Worksheet Action

Save

Notify

Refresh

Add

Update/Display

Worksheet Selection | Worksheet Matches

3. The **Worksheet Application** page will display. Perform the following steps **in the order they are listed**:
  - a. **Reason Code**: Enter “LOCAL\_REV” in the upper right corner of the page.
  - b. In the *Item Action* section:
    - i. **Entry Type**: Select “Refund A Credit”.
    - ii. **Reason**: Select “LRVDS” or select from the look-up list by using the magnifying glass.
  - c. In the *Item List* section, click the [View All](#) link if necessary to see all entries for disbursement.
    - i. “SEL” - Select the checkbox to the left of Item Balance for **ALL** of the entries to be disbursed, including interest.
  - d. Click the **Refresh** button to auto-fill the *Type* and *Reason* fields for each line selected.
  - e. Click the **Save** button.
  - f. Click the [Worksheet Action](#) link at the bottom of the page.

### Worksheet Application

Unit JUD05    Worksheet ID 1883    Currency USD    Accounting Date 02/19/2019

Reason Code LOCAL\_REV

**Item Action**  
 Entry Type: Refund A Credit  
 Reason: LRVDS

**Row Selection**  
 Choice: Select Range  
 Range:  Go

**Display Control**  
 Display: All Items Go

Absolute Value Sort

**Item List**

[Personalize](#) | [Fin](#) | [View All](#) | [Print](#)

First 1-6 of 6 Last

View Detail	Seq Nbr	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Installment Number	Tax Status	Amount selected
	1	<input checked="" type="checkbox"/> -34,242.73	USD	0014844332		RC	LRVDS	JUD05	LOC0006147			Not Applicable	<span>+</span> <span>-</span>
	2	<input checked="" type="checkbox"/> -300.00	USD	0014844333		RC	LRVDS	JUD05	LOC0006147			Not Applicable	<span>+</span> <span>-</span>
	3	<input checked="" type="checkbox"/> -40.00	USD	0014844334		RC	LRVDS	JUD05	LOC0006147			Not Applicable	<span>+</span> <span>-</span>
	4	<input checked="" type="checkbox"/> -177.60	USD	0014844336		RC	LRVDS	JUD05	LOC0006147			Not Applicable	<span>+</span> <span>-</span>
	5	<input checked="" type="checkbox"/> -13.78	USD	0014844338		RC	LRVDS	JUD05	LOC0006147			Not Applicable	<span>+</span> <span>-</span>
	6	<input checked="" type="checkbox"/> -350.13	USD	0014844364		RC	LRVDS	JUD05	LOC0006147			Not Applicable	<span>+</span> <span>-</span>

Add Item
Group View

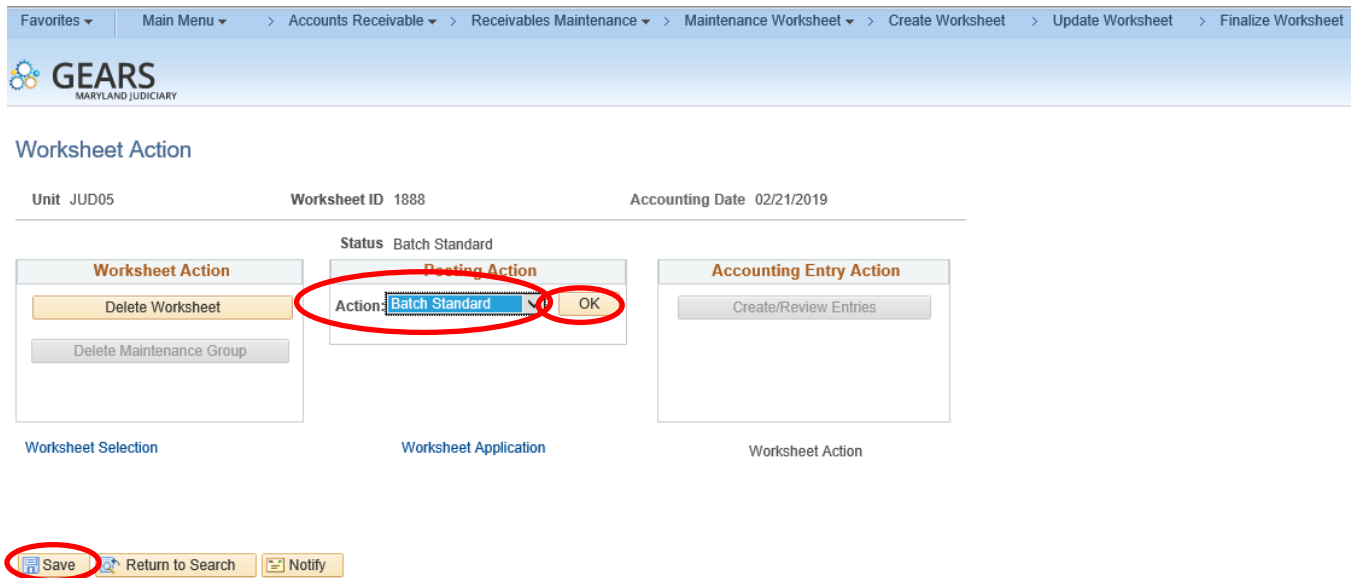
**Balance**

Dr	Cr	Adj	Net	WO	Ref
0.000	0.000	0.000	0.000	0.000	-35,124.24

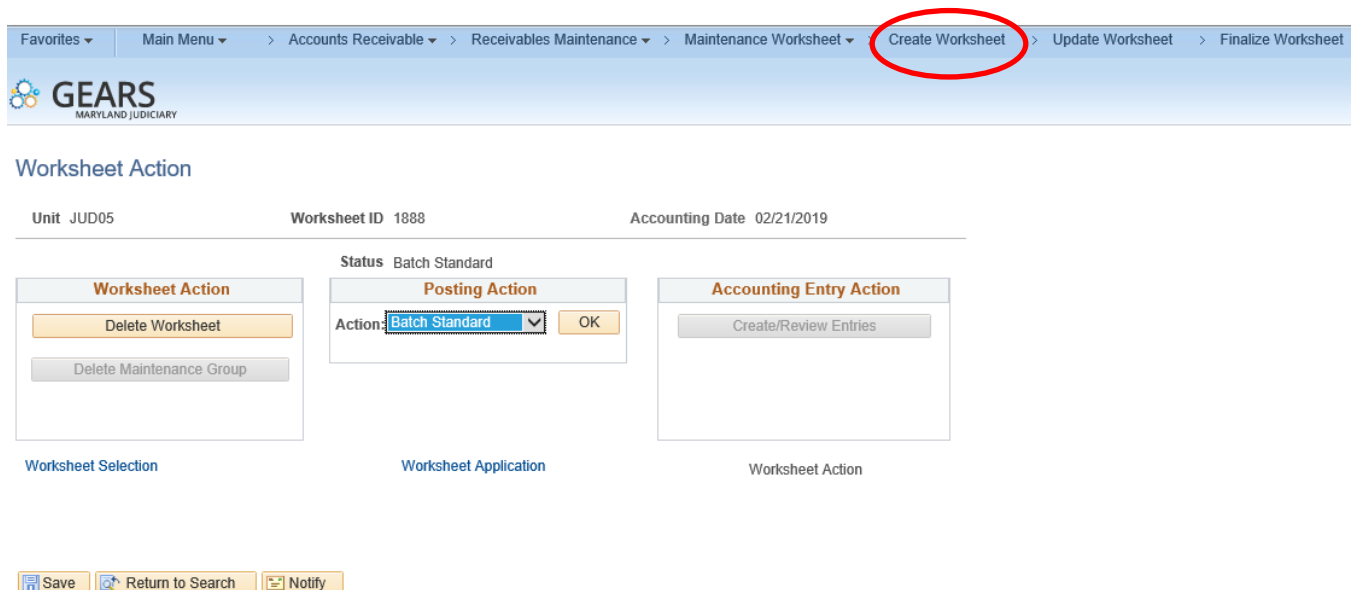
Worksheet Selection
Worksheet Application
Worksheet Action
Attachments (0)
View Audit Logs

Save
 Return to Search
 Notify
 Refresh

4. The **Worksheet Action** page will display.
  - a. In the *Posting Action* section, select the *Batch Standard* option.
  - b. Click the **OK** button.
  - c. Click the **Save** button.

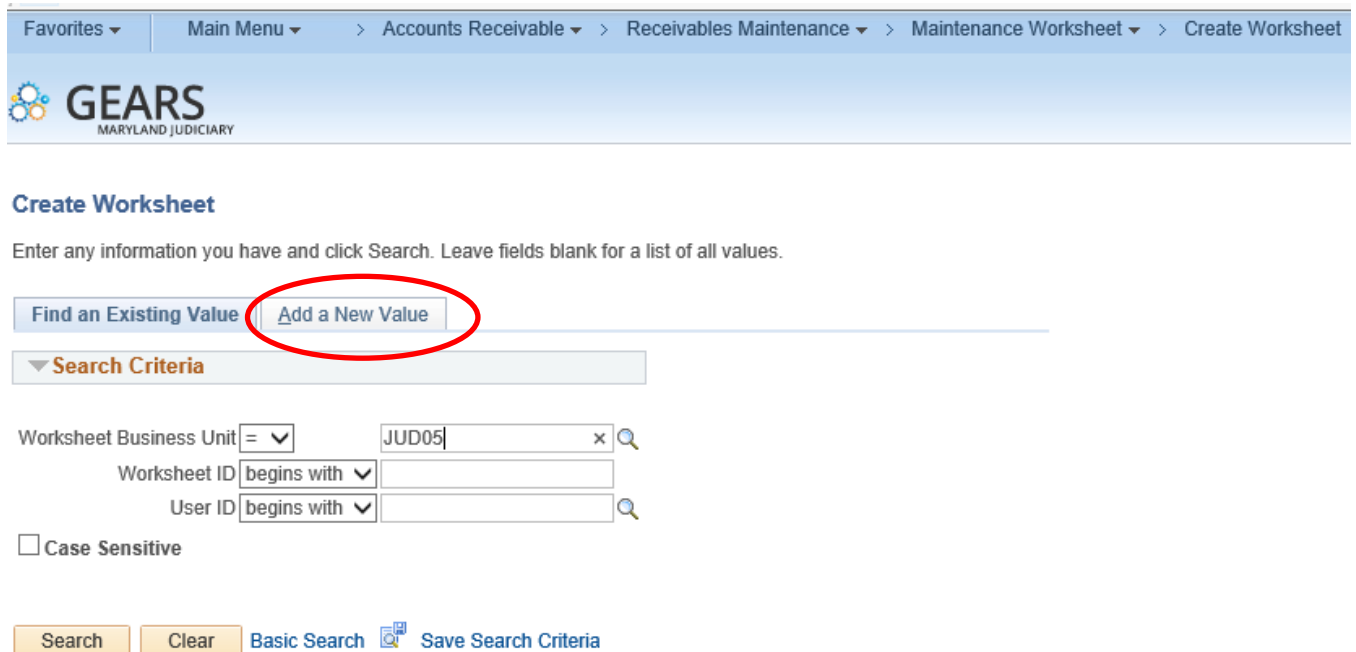


- d. In order to create the next new worksheet, click the **Create Worksheet** breadcrumb at the top **2 times**.



The 2<sup>nd</sup> click will take you to this page.

Select 'Add a New Value' tab to create your next Refund Worksheet.



**Create Worksheet**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**


▼ **Search Criteria**

Worksheet Business Unit = ▼ JUD05 x 🔍

Worksheet ID begins with ▼

User ID begins with ▼ 🔍

☐ Case Sensitive

**Search** **Clear** **Basic Search**  **Save Search Criteria**

**Note: Repeat STEP 10 as needed for each customer receiving a disbursement.**

## STEP 11: Re-Run the AR\_UPDATE Process for Local Revenue

**NAVIGATION:** Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The **Request Receivables Update** Run Control page will display.
  - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “LRV” for Local Revenue).
2. The **Receivable Update Request** page will display.
  - a. Enter the following run control parameters.
    - i. **Process Frequency:** = “Always”.
    - ii. **Accounting Date From:** 01/01/1900 which is the default.
    - iii. **Accounting Date To:** Enter today's date.
  - b. Click the **Save** button.
  - c. Click the **Run** button.

Receivable Update Request Options

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

Process Request Parameters
Find | View All
First 1 of 1 Last

\*Group Unit

Process Frequency Always

\*Accounting Date From

\*High Balance Basis Date Run Date

\*Accounting Date To

**Customer History Options**

☐ User Defined

☐ Payment Performance

☐ DSO

☐ SubCustomer

**Last Run On**

Last Run On 02/19/19 10:22:51AM

Process Instance 1877523

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

[Receivable Update Request | Options](#)



3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the ARUPDATE ([PS/AR Receivable Update](#)) Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.

Process Scheduler Request ✕

User ID gerlinde.hofleitner Run Control ID EOM\_JUD05

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

4. The [Receivable Update Request](#) page will display.
  - a. A Process Instance number will display indicating that the [ARUPDATE](#) process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see the [ARUPDATE](#) process is running.
  - b. Click the [ARUPDATE](#) process name link to see its sub-processes.

Process List

**View Process Request For**


User ID  Type  Last  14 Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status  ☒ Save On Refresh

**Process List** Personalize | Find | View All |  | First | 1-17 of 17 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877528		PSJob	<a href="#">ARUPDATE</a>	gerlinde.hofleitner	02/19/2019 1:58:19PM EST	Processing	N/A	<a href="#">Details</a>

6. The [Process Detail](#) page will display.
  - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
  - b. Click the expand icon  for the [AR POST](#) sub-process.
  - c. Click the [AR POST1](#) link.

Process Detail ✕

Process Name ARUPDATE

Main Job Instance 1877528

Left | Right

1877528 - ARUPDATE Success

1877529 - AR\_UPDATE Success

1877530 - AR\_PGG Success

1877531 - AR\_POST Success

1877534 - AR\_POST1 Success

1877532 - AR\_UPDATE2 Success

- d. Click the [Message Log](#) link to review the number of updated transactions. Take note of:
- The number of groups selected. This should match the number of customers on the Disbursement Statements you printed earlier (e.g., 4 Groups Selected).
  - The number of Items to be processed. This should match the number of invoices on the Disbursement Statements you printed earlier (e.g., 13 Items to be processed).

### Message Log

Process

Instance: 1877638

Type: Application Engine

Name: AR\_POST1

Description: PS/AR Posting

Personalize | Find | View All | [Print] | [Refresh]

First 1-14 of 14 Last

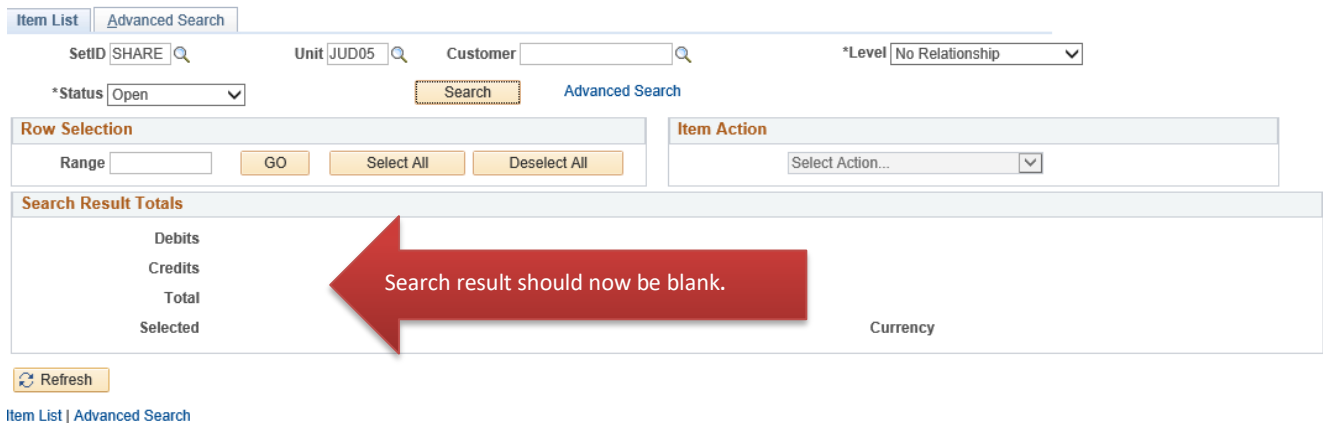
Severity	Log Time	Message Text	Explain
10	2:03:55PM	Phase I - Building Work Tables	<a href="#">Explain</a>
10	2:03:56PM	4 Groups Selected	<a href="#">Explain</a>
10	2:03:58PM	1 Row(s) Processed	<a href="#">Explain</a>
10	2:04:01PM	4 Customers will be affected in 1 Business Units	<a href="#">Explain</a>
10	2:04:02PM	13 Transactions Selected(13 Affecting Existing Items, 0 Creating New Items)	<a href="#">Explain</a>
10	2:04:03PM	0 Transactions rejected	<a href="#">Explain</a>
10	2:04:04PM	13 Transactions affecting 13 Items (13 Existing, 0 New, 0 Errs) Selected	<a href="#">Explain</a>
10	2:04:06PM	13 Items to be processed, 0 New, 13 Existing	<a href="#">Explain</a>
10	2:04:08PM	Phase II - Database Update	<a href="#">Explain</a>
10	2:04:09PM	0 Service Purchase Messages created in Receivables Log record	<a href="#">Explain</a>
10	2:04:09PM	0 Service Purchase Messages published to Pension Administration	<a href="#">Explain</a>
10	2:04:09PM	4 Groups with 13 Transactions affecting 13 Items of 4 Customers Processed	<a href="#">Explain</a>
	2:04:21PM	Published message with ID a9593ebb-36d4-11e9-a573-e2d9c4526d9f to create entry in folder GENERAL.	<a href="#">Explain</a>
	2:04:21PM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

Return

**STEP 12: Verify Local Revenue Disbursements** – to confirm the LOC Customers invoices no longer exist. **If there are still invoices listed, you will need to go back to Step 10, to update or create a refund worksheet for each unique customer. Then process Step 11 and Step 12 again.**

**NAVIGATION:** Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

1. The **Item List** page will display.
  - a. **SetID:** Leave set to the default of “SHARE”.
  - b. **Unit:** Enter “JUD##”, where ## is your 2-digit county code.
  - c. **Customer:** Leave blank to view all open items for all customers.
  - d. Click the **Search** button.
  - e. Item List *Search Result Totals* must be blank.
  - f. If there are any open item listed, **STOP and call the JIS Help Desk to submit a ticket.**



Item List | Advanced Search

SetID: SHARE Unit: JUD05 Customer: \*Level: No Relationship

\*Status: Open Search Advanced Search

Row Selection: Range GO Select All Deselect All

Item Action: Select Action...

Search Result Totals

	Currency
Debits	
Credits	
Total	
Selected	

Refresh

Item List | Advanced Search

**STEP 13: Load to AP for Voucher Creation** – After all items are marked as a refund, the Request Refund Item process loads them into Accounts Payable where the vouchers are created and funds are disbursed.

**NAVIGATION:** Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

1. The [Request Refund Item](#) page will display.
  - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
2. The [Refunds](#) page will display.
  - a. **Unit:** Enter JUD##.
  - b. **Load Directly to AP:** Defaults with a check in the checkbox. **THIS IS VERY IMPORTANT.**
  - c. Click the **Save** button.
  - d. Click the **Run** button.

### Refunds

Run Control ID EOM\_JUD05 [Report Manager](#) [Process Monitor](#) [Run](#)

Refund Request Parameters		Personalize	Find	View All	First	1 of 1	Last
*Business Unit	Description	Load Directly to AP					
1 JUD05	Caroline County Circuit Court	<input checked="" type="checkbox"/>					

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)

3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [AR\\_REFUND](#) Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.

[Process Scheduler Request](#)

User ID gerlinde.hoffleitner Run Control ID EOM\_JUD05

Server Name  Run Date 02/19/2019 [Reset to Current Date/Time](#)  
 Recurrence  Run Time 3:21:32PM  
 Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

4. The [Refunds](#) page will display.
  - a. A Process Instance number will display, Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see the [AR\\_REFUND](#) process is running.
  - b. Click the **Refresh** button until the *Run Status* reads “Success” and the *Distribution* reads “Posted”.

Process List
Server List

**View Process Request For**

User ID   
 Server   
 Run Status

Type   
 Name   
 Distribution Status

Last   
 Instance From  Instance To   
☒ Save On Refresh

Process List								Personalize   Find   View All	First 1-19 of 19 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877542		Application Engine	AR_REFUND	gerlinde.hofleitner	02/19/2019 3:21:32PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1877535		PSJob	ARUPDATE	gerlinde.hofleitner	02/19/2019 2:11:44PM EST	Success	Posted	<a href="#">Details</a>

- c. Click the [Details](#) link. Click the Message Log.  
 It will list the total number of refund invoices that were loaded to the Voucher Staging tables from where the AP vouchers will be created and funds disbursed.

The total number of refund invoices listed should match the TOTAL transactions listed in the AR-UPDATE message log you ran earlier.

**Message Log**
×

**Process**

Instance: 1877542  
 Name: AR\_REFUND

Type: Application Engine  
 Description: AR\_REFUND

Personalize   Find   View All				First 1-5 of 5 Last
Severity	Log Time	Message Text	Explain	
10	3:22:58PM	Start Receivables Refund Process	<input type="button" value="Explain"/>	
10	3:23:00PM	Stop Receivables Refund Process	<input type="button" value="Explain"/>	
	3:23:00PM	Total number of refund invoices: 13	<input type="button" value="Explain"/>	
	3:23:12PM	Published message with ID 2e4397d1-3484-11e9-83e5-d20468d1a2a2 to create entry in folder GENERAL.	<input type="button" value="Explain"/>	
	3:23:13PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>	

### END OF THE LOCAL REVENUE DISBURSEMENT PROCESS